



**Department of Family Medicine
Enhanced Skills Program
Western University**

RESIDENT ORIENTATION MANUAL

2022-2023

Program Director: Dr. Kyle Carter Program

Administrator: Ms. Laura Sparrow

1. INTRODUCTION

Welcome to Western University's Enhanced Skills Program in the Department of Family Medicine!

This manual will direct you to many of the resources you will need to refer to during your training at Western. Please remember that you can always contact us for further clarification at any time during your training period. Your program director is Dr. Kyle Carter and he can be reached at kcarte@uwo.ca.

The current vision of the Enhanced Skills Program is to provide residents with additional training in specialized fields of family medicine for a duration of 6 blocks to 12 months in length. The aim is to attract exceptional residents who want to be leaders in these sub-specialized fields of family medicine while still adhering to the guiding principles of family medicine. It is our hope that these residents will then attempt to encompass these new skills within the practice of family medicine.

2. ORIENTATION

The majority of residents in the Enhanced Skills program will be based at some point in one of the London based hospitals (LHSC, SJHC) or Southwestern Ontario community teaching hospitals (see below) affiliated with the Western University. As such, you are invited to attend the Medical Affairs/PGME Orientation for new residents held June 29, 2022 starting at 8:30 a.m. if you are new to Western. These sessions are especially useful for residents new to London, as passwords for dictation and the computerized record systems are assigned. Issues such as lockers, resident lounges, and parking are also addressed. For more information about the PGME Orientation, including getting the Zoom link, please contact Ms. Bela Ferreira at bela.ferreira@schulich.uwo.ca.

If you know that you will be based in a community teaching hospital not affiliated with LHSC/SJHC, you are asked to contact the Family Medicine Post Graduate Office as soon as possible so that we can assist you in making arrangements. This is particularly important for any resident who plans to practice under their independent license, as you will need to have your credentials verified by the hospital.

Please ensure that you have satisfied all of the requirements set out by the Postgraduate Medicine Office prior to commencing your training. Failure to do so will result in a delay of your start date. Current requirements include but are not limited to the following: CPSO license, CMPA coverage, Hospital privileges package, Health review, On-line modules (Privacy, WHIMS, Fire, Hand hygiene, Chain of transmission and Routine practice).

The Department of Family Medicine holds an orientation session and a welcome party in early July during which residents learn of department resources and have a chance to meet faculty members and other residents and administrative staff. A mandatory Enhanced Skills Program orientation is held in early July with the ES Program Director. Information regarding the program is discussed with a question and answer period.

The Enhanced Skills program falls under the rules and regulations of the Department of Family Medicine at Western University and has adopted their rules concerning all resident policies. Please refer to the departmental website at: http://www.schulich.uwo.ca/familymedicine/postgraduate/current_residents/policies/index.html

The remainder of this document deals specifically with information related to the Enhanced Skills Program.

3. PROGRAM SPECIFIC ORIENTATION

A program coordinator heads each area of study within the Enhanced Skills program. Residents must meet with their program coordinator at the start of their PGY-3 year. Meetings should then be held quarterly in a 12-month program and twice in a 6-block program to review your progress during the training period, and to discuss learning objectives and career goals. Dr. Carter will meet with each resident to discuss their progress and any concerns at any time deemed necessary. The table that follows provides a list of the areas of study, the contact information for the various program coordinators and their administrative contact.

Area of Study	Program Director	Administrative Contact
Academic Family Medicine Program	Dr. Christina Cookson ccookson2012@gmail.com	Ms. Laura Sparrow fmpgc@schulich.uwo.ca
Care of the Elderly Program	Dr. Corinne Coulter Corinne.Coulter@lhsc.on.ca	Ms. Laura Sparrow fmpgc@schulich.uwo.ca
Emergency Medicine Program	Dr. Munsif Bhimani munsif@bhimanimd.com	Ms. Susan Pierson susan.pierson@lhsc.on.ca
Individualized Program	Dr. Kyle Carter kcarte@uwo.ca	Ms. Laura Sparrow fmpgc@schulich.uwo.ca
Child Health Program	Dr. Loretta Seevaratnam lseevarnam@rogers.com	Ms. Laura Sparrow fmpgc@schulich.uwo.ca
Hospitalist Program	Dr. Danielle Soulliere Danielle.Soulliere@wrh.on.ca	Ms. Christine Gignac FMWindsor.Schulich@wrh.on.ca
Women's Health & Obstetrics Program	Dr. Andrea Alarie (Kitchener) andrea.alarie@icloud.com Dr. Paige Hacking (London) paige.hacking@gmail.com	Ms. Laura Sparrow fmpgc@schulich.uwo.ca
Sport & Exercise Medicine	Dr. Graham Briscoe graham.a.briscoe@gmail.com	Ms. Danielle Whiting dwhiting@uwo.ca
Chronic Disease Management Program	Dr. Stewart Harris sharris1@uwo.ca Dr. Sonja Reichert sreiche2@uwo.ca	Ms. Laura Sparrow fmpgc@schulich.uwo.ca
Palliative Care Program	Dr. Anita Singh anita.singh@lhsc.on.ca Dr. Patricia Valcke pvalcke@thehospice.ca	Ms. Jenn Verhoeven jenn.verhoeven@sjhc.london.on.ca
Family Practice Rheumatology Program	Dr. Gina Rohekar gina.rohekar@sjhc.london.on.ca	Ms. Laura Sparrow fmpgc@schulich.uwo.ca
Family Medicine-Oncology	Dr. John Lenehan john.lenehan@lhsc.on.ca	Ms. Laura Sparrow fmpgc@schulich.uwo.ca

4. HOSPITAL & ACADEMIC PRIVILEGES

All Enhanced Skills residents are required to be credentialed by the hospitals in which they will be exercising their clinical duties if they plan to practice under their independent license as opposed to an educational license. In addition to any hospital specific information, you can expect that you will be required to provide proof of registration with the College of Physicians and Surgeons of Ontario and proof of Canadian Malpractice Protection Association coverage. Academic privileges will be granted to residents who have successfully met the hospital accreditation requirements. Continuance in the Enhanced Skills program at Western will also require proof of passing the following: LMCC Part I and II examinations, CFPC examination and all requirements for passing their Family Medicine residency program. Should a resident about to begin the Enhanced Skills program not satisfy these requirements, a discussion between Dr. Carter, Dr. Copeland (Family Medicine Program Director) and the resident's program coordinator will take place urgently to decide if the resident is allowed to proceed in the program. The following table provides a list of contacts for the most commonly used hospitals and academic contacts at Western.

Hospital or Academic Unit	Contact Information
London Health Sciences Centre (LHSC)	519-685-8500; www.lhsc.on.ca
St. Joseph's Health Care of London (SJHC)	519-646-6000; www.sjhc.london.on.ca
Strathroy Middlesex General Hospital (SMGH)	519-245-1550; www.mhalliance.on.ca
St. Thomas Elgin General Hospital (STEGH)	519-631-2030; www.stegh.on.ca
Chatham-Kent Health Alliance (CKHA)	519-352-6400; www.ckha.on.ca
Grand River Hospital (GRH)	519-742-3611; www.grhosp.on.ca
St. Mary's General Hospital (St. Mary's)	519-744-3311; www.smgh.ca
Stratford General Hospital (Stratford)	519-272-8210; www.hpha.ca
Windsor Regional Hospital (WRH)	519-254-5577; www.wrh.on.ca
Hotel-Dieu-de Grace Hospital (HDG)	519-973-4411; www.hdgh.org
Postgraduate Medicine Office – Western University	519-661-2019; www.schulich.uwo.ca
Family Medicine Clinical Teaching Units	
- Victoria Family Medical Centre	VFMC: 519-433-8424
- Byron Family Medical Centre	BFMC: 519-472-9670
- St. Joseph's Family Medical Centre	SJFMC: 519-672-9660
- Southwest Middlesex Health Clinic	SWMHC: 519-264-2800

5. CERTIFICATION BY THE COLLEGE OF FAMILY PHYSICIANS OF CANADA & WESTERN

As of July of 2010, all Enhanced Skills programs within the Department of Family Medicine, including Emergency Medicine, have fallen under the jurisdiction of the Enhanced Skills for Family Practice program, at Western University and all other universities. Upon completion of all requirements, a certificate of attestation from the College of Family Physicians of Canada will be issued to those residents enrolled in our Emergency Medicine, Palliative Care, Care of the

Elderly and Anesthesia programs. All residents will receive a certificate from Western attesting to their completed program of study.

6. EXAMINATIONS & ACADEMIC REQUIREMENTS TO GRADUATE

The following programs require a terminal examination to be considered for certification:

- Emergency Medicine
 - Conducted by the CFPC in September following the completion of the program.
- Sport & Exercise Medicine
 - Conducted by the Canadian Association of Sports & Exercise Medicine (CASEM).

7. DEPARTMENT OF FAMILY MEDICINE – WESTERN UNIVERSITY

All trainees are considered members of the Department of Family Medicine, and can thus take advantage of any of the resources within the department. Please refer to the Current Resident section online <http://www.schulich.uwo.ca/familymedicine/postgraduate/index.html> for more information including: who's who in the department, policies, evaluations forms and a list of stress and wellbeing supports.

8. CONNECTIVITY TO FAMILY MEDICINE

Connectivity of the Enhanced Skills resident with the Department of Family Medicine will be achieved by:

- Interaction with the Department of Family Medicine Faculty:
 - Orientation session
 - Meetings with ES program Director
 - To discuss progression in program
 - To discuss resident concerns
 - Family Medicine mentoring system
 - Anonymous online mentoring program
- Social Connectivity with the Department of Family Medicine:
 - Chief resident
 - Roles: attending the subcommittee meetings, liaising with the other residents, helping to organize a journal club/seminars series, planning social events, acting as a resident mentor for concerns
 - Invited to attend all PGY-1 & PGY-2 social events
 - Invited to Family Medicine annual formal
- Academic Connectivity
 - All residents:
 - Are invited to attend Family Medicine grand rounds

- Are invited to teach at PGY-1 & PGY-2 half days
- Are invited to attend and assist in planning the PGY-3 Seminar Series for Enhanced Skills Residents
- Expected to complete a Scholarly Project and present it at the annual Department of Family Medicine Resident Research Day
- Are encouraged to present at knowledge acquired during enhanced skills training at academic half days.

9. ENHANCED SKILLS CHIEF RESIDENT

The selection of the enhanced skills chief resident will occur through a nomination (self or other) prior to the academic year. All enhanced skills residents will be allowed a single vote to select a resident representative as the “chief resident”.

The overarching role of the chief residents is to represent the views and opinions of all enhanced skills residents throughout the academic year. This includes a voting position on the Enhanced Skills Residency Practice Committee (ESRPC), a voting position on the Family Medicine Postgraduate Education Committee, representing resident wellness by serving on the Resident Wellness subcommittee, organizing journal clubs and educational events based on resident needs as well as planning social events for all the enhanced skills residents.

10. SCHOLARLY ACTIVITY

The Enhanced Skills Family Medicine program training committee has established guidelines for scholarly activities within the program. At this time, all residents will be required to fulfill the scholarly requirements of their specific area of study. This should be discussed by the resident and their program coordinator/director early in the Enhanced Skills year.

Acceptable examples of scholarly activities include: research projects, quality improvement projects, an in-depth literature reviews, case reports, curriculum development, patient education self-reflective studies. Questions regarding acceptable scholarly projects should be directed to your program director or the enhanced skills program director.

Where appropriate, residents will be directed to various mentors to assist with the research project if they need assistance. The research coordinator (Ms. Adrienne Wakabayashi) in the department can assist you with certain aspects of your project. Additional resources exist within the department to assist residents with all aspects of their project such as project design and statistical analysis. You are also encouraged to access the resources at the Centre for Study in Family Medicine at Western. Information regarding this can be found at: www.schulich.uwo.ca/familymedicine/research

Submission of a project outline to your program director is due prior to completing 50% of your training (6 months for 12-month programs & 3 blocks for 6 block programs). This outline needs to be approved by your program director.

All residents in a 12-month enhanced skills program will be expected to make a formal oral presentation or poster at the Department of Family Medicine Resident Research Day. Abstracts are due in April (exact date will be released closer to the conference date).

If presentation at resident research day is not possible, or if you are in a 6-block program, a presentation in another academic milieu will be required after discussion with the ES program director. Departmental support is provided in the form of research and financial assistance.

A final report is due by June 1st 2022 and to be submitted to your program director. You will receive feedback from your program director. Completion of the scholarly activity requires approval from your program director of acceptable completion and dissemination of your scholarly project through a presentation.

Timeline:

Within the two months of your program:	Approval by your program director
Submission of your project outline:	Prior to 50% completion of your program
Submission of an abstract	April 2023
Submission of final report:	June 1 2023

Progress of scholarly activity milestones will occur at each periodic review with your program director and be track within the One45 system periodic review evaluation.

11. CLINICAL EXPERIENCE

All residents in the enhanced skills program are required to track clinical experiences as a component of CBME. The department of family medicine uses MyFM. All residents in a 12-month program are required to track 50 “field notes” and those in a 6-block program should track 25 “field notes”. These clinical experiences should demonstrate a breadth of variety and highlight a reflective practice of learning. MyFM can be found here: <https://fm.schulich.uwo.ca/MyFM/Account/Login?ReturnUrl=%2fMyFM>

Residents enrolled in Emergency Medicine or FRCP residents have a separate program for tracking clinical experiences and are excluded from this requirement.

12. LONGITUDINAL EXPERIENCE

Adhering to the guiding principle of continuity of care within family medicine, residents are required to identify a minimum of 2 patients early in their training and seek permission from both the patients and supervisors caring for those patients to follow them longitudinally. It is the resident’s responsibility to obtain consent from patient to follow their clinical course. Residents must also discuss this with the clinical preceptors at the time of initial contact with the patient. Residents are required to log “field notes” on a minimum of 2 patients that demonstrate this continuity of care.

These encounters will be reviewed with your program director during your periodic review and

tracked within the One45 system periodic review evaluation periodic review evaluation. Residents enrolled in Emergency Medicine or FRCP residents have a separate program for tracking clinical experiences and are excluded from this requirement.

13. ELECTIVES

Residents will be responsible for organizing and selecting electives. The Program Director and/or Program Coordinator must approve these electives for your area of study. The electives should have learning objectives that are established by the trainee and the elective supervisor and approved by Dr. Carter for the area of interest. Consideration may be given to electives that are not directly related to your area of study if they are required to maintain skills for potential career goals, but they should not exceed 4 weeks. Electives must be approved a minimum of three months prior to the start date. You are encouraged to begin discussions with your program coordinator as early as possible to avoid any scheduling problems.

Enhanced Skills Elective Policy Guidelines

- Enhanced Skills electives must be chosen in consultation with your Enhanced Skills program coordinator
- Electives must be chosen among disciplines related to your area of study
- Electives must be 1 block in duration (part of a block is not acceptable)
- Electives location (ie. City) flexibility may be required due to capacity limitations.
- Electives not on the supplied list can be taken out of Southwestern Ontario (or Ontario) with a member of an accredited CANADIAN medical school, with appropriate supervision (maximum 2 blocks for 1 year program and 1 block for 6 month program). This needs to be put forth IN WRITING by submitting the Elective Request form - https://www.schulich.uwo.ca/familymedicine/postgraduate/forms/elective_request.html giving details: rotation name, block(s) of rotation, supervisor name, address, telephone #, email address, hospital affiliation, and the objective for the rotation (either the objectives provided by the experience or a list of personal objectives from you)
- Enhanced Skills electives taken out of Ontario: Resident needs to acquire an educational license in province of elective (this needs to be done early, since the paperwork can require up to 3 months). The resident will also require a letter from Western's Family Medicine Postgraduate Director that will need to be sent to the Postgraduate Office of the university involved in the elective.
- Enhanced Skills out-of-country electives: the resident is responsible for arranging his/her own licensure and malpractice insurance. As well, information about the preceptor (e.g. supervisor name, address, telephone & fax numbers, email address, type of practice, how long he/she has been in practice, affiliation with university, license information) and confirmation that the preceptor can accommodate you on the rotation are required. Residents are required to contact the Office of Global Health regarding any requirements.
- Two elective rotations per 1 year program and one elective rotation per 6 month program is permitted outside of Southwestern Ontario (includes all of Canada/International).

- Preceptor payments are not available to non-Western faculty.

Once your electives are requested and confirmed, they may only be cancelled or rearranged (for educational reasons after the schedule comes out) as per the guidelines above and as outlined below.

Principles for Elective Rotations:

- All postgraduate training programs established and accredited at Western have the ability to deliver all elements of the program locally (unless Inter-University Agreement in place)
- Residents that match to Western suggests that London and Distributed Education area is where all of postgraduate training will occur
- Elective periods are permissible provided elective meets accreditation standards set by application College (Royal College of Physicians and Surgeons of Canada or College of Family Physicians of Canada)
- A two block elective rotation for a one year program or a one block elective rotation for a six month program away from London/Distributed Education area is permissible and managed at the program level
- Requests for elective periods of greater than three blocks must be made in writing by the resident to the program director. If acceptable to program director, a written request must be made to the PGE Dean, minimum of three months prior to the planned elective. Approval of PGE Dean must be granted prior to program approval of elective

*All mandatory components of training are expected to be met in London/Distributed Education area. Any mandatory rotations at locations without an Inter-University Agreement must be approved by the PGE Dean

14. HALF DAY BACK IN FAMILY MEDICINE

The Enhanced Skills program, in recognition of the CFPC's concerns regarding Enhanced Skills trainees significantly limiting their scope of practice compared with non-Enhanced Skills trainees is reviewing the issue of half days back in a family medicine clinic. At this time, each program has been asked to ensure that there is the capacity for residents to undertake half-day back type activities which will keep them in contact with the full scope of practice that embodies family medicine, if so desired by the resident.

15. TEACHING

In addition to any area of focus specific teaching duties (e.g. resident rounds in anesthesia, grand rounds in family medicine, kinesiology lectures in sports medicine, etc.), all PGY-3 residents are extended the invitation to teach at the department of Family Medicine academic half days for PGY-1 and PGY-2 residents as well as teaching at any of the clinical teaching units. Dr. Michael Craig is the Postgraduate Academic Program Director responsible for the academic half days and he can be reached at m.craigmd22@gmail.com. Please also contact Dr. Carter who can assist you in organizing these teaching experiences.

The Schulich policy on resident teachers can be found here
<https://uwoca.sharepoint.com/:b:/s/EnhancedSkillCommittee/EbAhGXmQjSdHqNUEy50-RmwB3T-iPMkGgOt3ettXkiAEBg?e=Jb8Xa8>

16. EVALUATIONS

With the exception of the CFPC Emergency Medicine program and the Sports Medicine program, there currently is no nation-wide certification examination or standardized examination at the end of the program. Successful candidates will instead receive a certificate of attestation from the Western University. Residents enrolled in any of our Category 1 programs, which include Palliative Care, Emergency Medicine, Care of the Elderly and Sport & Exercise Medicine will also be issued a Certificate of Added Competence (CAC) from the College of Family Physicians of Canada. In order to receive a CAC in a Category 1 program, the candidates must receive acceptable evaluations indicating that they have fulfilled the accredited program's standards and objectives, including any requirements set by their program (e.g. research project).

The evaluation process will follow the principles and procedures established by the Department of Family Medicine at the Western University. All evaluations should be completed on line using the WebEval (One45) system. Personnel in the Department of Family Medicine can assist preceptors and residents who are unfamiliar with the system. Please contact Ms. Laura Sparrow for more information. Residents need to confirm their rotation logistics (timing, principle preceptor names, etc.) with the department as soon as possible and must do so by the beginning of their second rotation for the entire year. In some circumstances, coordination of the One45 component will be left in the hands of the host department e.g. emergency medicine. If this is the case, Dr. Carter will be set up to be able to receive and review all evaluations for the resident. Residents are required to complete rotation and faculty evaluations on a timely basis when asked. Program coordinators will have access to all evaluations and the program director will act accordingly based on "red-flag" comments and evaluations. There is constant communication between the program director and the program coordinators regarding the residents' progress in their respective programs.

17. POLICY ON SEXUAL HARASSMENT, INTIMIDATION AND CONFLICT RESOLUTION

The Enhanced Skills program adheres to Western University's and the Faculty of Medicine's policies, which reflect a zero tolerance towards sexual harassment or intimidation. Resident and fellows are encouraged to review the Faculty of Medicine's conflict resolution policy for more information.

18. WELLNESS

- The PARO 24 Hour Help line. This line is available for any resident, partner or medical student needing help. It is separately administered by the Distress

Centre of Toronto and is totally confidential. This line offers crisis intervention as well as advice and resources. PAIRO's Residents Well-Being Committee keeps a log of family physicians and health professionals willing to see Residents on a fairly urgent basis. Tel. 1-866-435-7362 (1-866-HELP-DOC)

- Schulich's Wellness Office: The Schulich School of Medicine & Dentistry's Wellness Office focuses on the physical, psychological and professional safety of learners, as well as supporting academic well ness and providing career guidance. Led by the Postgraduate Director of Wellness, the Office aims to provide a comprehensive, proactive program in line with CanMEDS Physician Health Guide that addresses wellness issues in PG learners early and effectively. The Wellness Office maintains a network of resources that can be accessed by learners needing support; these resources will include counseling services, medical, psychological and psychiatric services, academic and learning support services, and career and financial planning services.
- The Postgraduate Director of Wellness will meet one-on-one with residents, at their request or when referred (e.g. by the Program Director or PGME Dean) to respond to their challenges and develop effective management plans, including referrals, as necessary. Additionally, the Wellness Office has a full-time experienced counselor, Pamela Bere, who can provide support and expert counseling.
- The Wellness Office will provide guidance, coaching, or referrals (as necessary) for trainees whose academic performance has been identified as borderline; these trainees will not necessarily have failed a rotation, but may benefit from an early, proactive assessment and intervention to prevent failure. The Wellness Office will also work with learners undergoing remediation or probation to assist with stress management, facilitate access to educational resources, and maximize opportunities for success.
- Dr. Sandra Northcott (snorthc2@uwo.ca), Associate Dean, Learner Experience at the Schulich School of Medicine and Dentistry, is available for personal counseling and discussion of any issues related to equity, gender and health. The Reporting Process flow chart can be found here: https://www.schulich.uwo.ca/learner_experience/learner_mistreatment/reporting_process.html.
- Postgraduate Medical Education Office can also be contacted to assist residents/fellows Tel. [519-661-2019](tel:519-661-2019), Email: postgraduate.medicine@schulich.uwo.ca
- The Hospital Employee Assistance Program (EAP). Tel. [1-800-268-5211](tel:1-800-268-5211)
- The UWO Ombudsperson Tel. [519-661-3573](tel:519-661-3573), Email: ombuds@uwo.ca

19. LEAVE

The PARO standards are applied to all Enhanced Skills trainees. Residents are entitled to 4 weeks holiday in a full year training period. Holidays should not exceed one week per 4 week block, which will allow the resident to be properly evaluated for that experience.

Residents are entitled to 1 week of professional leave. In the case of a longitudinal curriculum, the program will give consideration to longer blocks of vacation. If you are not completing a full year program, your vacation and professional leave are pro-rated as follows:

PROGRAM LENGTH	VACATION	PROFESSIONAL LEAVE
12 month program	4 weeks	1 week
9 month program	3 weeks	5 days
6 month program	2 weeks	3.5 days
3 month program	1 week	2 days

Leave request forms can be obtained online (see link below) and need to be approved by the program director/coordinator at least 4 weeks prior to the requested time. Please contact Cheryl Leystra-Lantz (fmpgc@schulich.uwo.ca) for more information. All requests leaves must be copied to Cheryl Leystra-Lantz. Please see the following website for all forms: <http://www.schulich.uwo.ca/familymedicine/postgraduate/forms/index.html>

20. CALL

Please speak with your program coordinator and/or their administrative assistant for information regarding call rooms. Call stipends are provided as per the PARO agreement for MOH funded trainees.

21. MOONLIGHTING

Historically and as a general rule, Enhanced Skills residents may have an independent license. Having experience working during this enhanced year may give the residents an opportunity to utilize their skills as family physicians that they have developed during their residency program. Following are some guidelines to be aware of:

1. In order to be eligible to moonlight, residents can potentially begin moonlighting after having passed their CFPC and LMCC exams, have expressed consent from their program director and have successfully completed 50% of their training in the Enhanced Skills program.
2. A resident can only moonlight if they hold an independent CPSO license and appropriate CMPA coverage.
3. Residents must understand that their Enhanced Skills clinical and academic duties must take priority over any and all moonlighting opportunities. If a resident chooses to moonlight, it should be arranged after the resident knows their schedule and should not be in conflict with their work schedule, academic half/full days or their self-directed learning time. If a resident starts to fall behind in their learning or obtain poor evaluations on rotations or practice exams, the resident risks failing the rotation and the year. If a resident is caught moonlighting during times when they should be working clinically or attending mandatory academic sessions, the ability to moonlight will be removed for the remainder of their training and a remediation process based on unprofessional behavior may be instituted.

4. The resident must let the Enhanced Skills program director and their program specific director know if they intend to moonlight, as they may have objections from a curricular perspective as well as regarding location and type of work.
5. It is the policy of the Family Medicine Postgraduate Education Committee at Western University that a resident may not moonlight in any Family Medicine clinical teaching unit, London hospital or community hospital in Southwestern Ontario in which Enhanced Skillstraining takes place. Community hospitals that may be unacceptable include, but are not limited to: Chatham, Sarnia, St. Thomas, Strathroy, Stratford, Owen Sound, Windsor and Woodstock. Please note that all requests to moonlight in a clinical teaching unit, London hospital or community hospital will need to be discussed on a case by case basis.
6. The Enhanced Skills program director and Program specific director will not provide a reference during the program for the purpose of the resident obtaining locum privileges formoonlighting during the year. The program director will be more than pleased to provide references for positions/careers that are to begin after the program is completed.
7. The Postgraduate Education Executive Committee at Western University will deal with anybreach of policy accordingly.
8. Poor performance on rotations, regardless of cause, will be dealt with in accordance with theSchulich Postgraduate Medical Education Resident Evaluation and Appeals Policy.

19. ENHANCED SKILLS AFTER-HOURS TEACHING SESSIONS

In conjunction with the chief resident, a series of after-hours teaching sessions will be organizedwith the ES program Director. Topics are to be determined by the group in conjunction with the chief resident. Topics can include critical appraisal, practice management, how to set up an office, how to incorporate, billing, etc.

20. ACADEMIC FUNDS

The department of Family Medicine offers Enhanced skills residents \$400 towards conferences, seminars and courses. If you are a previous Western resident, you may carry over any additional funds from your family medicine residency. Additional funds are available by competition through the Postgraduate Medical Education office. Travel funds are available whileon rotation for residents who meet eligibility criteria. The department will not fund textbooks, supplies, electronics, etc. Please refer to the Family Medicine orientation guide online on the departmental website for further information.

PROGRAM LENGTH	FUNDS AVAILABLE
12 months	\$400
9 months	\$300
6 months	\$200

3 months	\$100
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Original receipts are to be forwarded to Pat Yong (pat.young@schulich.uwo.ca), in the Department of Family Medicine within 60 days of the conference/seminar date.

Up to date ACLS is a medical affairs requirement and is covered by LHSC. Please contact medical affairs to arrange for an ACLS recertification if you need one at medical.affairs@londonhospitals.ca

20. DEPARTMENT OF FAMILY MEDICINE GLOBAL POLICIES

The Enhanced Skills program follows all Department of Family Medicine policies. For a description of all Department of Family Medicine Policies, please see the following website:

http://www.schulich.uwo.ca/familymedicine/postgraduate/current_residents/policies/index.html

Please pay special note to the following policies, as they are applicable to Enhanced Skills:

- Professional leaves, vacation, religious holidays
- Accommodation & travel expense
- Evaluation & appeal
- Accommodations for residents with unique needs
- Resident safety
- Miscellaneous Western University & London Hospital

Also, please be aware of the Learner Experience Office at the Schulich School of Medicine & Dentistry. This office can be accessed by any resident in need.